

## **Training Coordinator – Nashville, TN**

State of Tennessee



### **JOB SUMMARY**

The Training Coordinator provides administrative support to the Training Administrator and Specialists. In addition to managing the training schedule, the Training Coordinator will perform a wide variety of administrative duties to support training activities. Duties may include: gathering, distributing, and communicating information; managing spreadsheets, composing correspondence, managing databases and creating presentations; and responding to a variety of department inquiries.

### **REPRESENTATIVE DUTIES AND RESPONSIBILITIES**

Under the direction of the Training Administrator:

- Performs liaison duties by gathering, distributing, and communicating information to internal and external stakeholders.
- Creates spreadsheets, composes correspondence, manages databases and creates presentations, reports and documents requiring proficiencies in Microsoft Outlook, Word, Excel, and Power Point.
- Provides assistance to Training Administrator and Specialists by receiving and confirming training registrations; publishing the training calendar and schedule; assisting with the preparation of training materials; reserving training venues with appropriate multi-media equipment and room set up.
- Greets visitors; answers telephone and ensures the proper handling of inquiries and contacts including those from management, other agency representatives, and vendors.
- Provides logistical support to the department as necessary; maintains calendars; schedules meetings/appointments and compiles pertinent correspondence associated with meetings/appointments; reserves/schedules conference rooms; reviews and distributes mail.
- Performs a wide variety of administrative and complex clerical support for the division; provides administrative tasks and support to other departments within the procurement division, when necessary.

### **MINIMUM QUALIFICATIONS**

- Completion of an Associates degree from an accredited college or university

AND

- 2 years of experience providing administrative assistant duties in the private or public sector.

OR

- 4 years of experience providing administrative assistant duties in the private or public sector.

IN ADDITION:

- Experience within an office environment.
- Experience working with Microsoft Office.
- Superior organization and problem solving skills.
- Excellent presentation, verbal and written communication skills.

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### **PREFERRED QUALIFICATIONS**

- Demonstrated skills using Oracle, Peoplesoft 8.9, or other enterprise procurement systems.

### **ADDITIONAL INFORMATION**

Only applicants that meet the basic requirements for this position will be interviewed. Interested candidates should submit the following to [charlotte.mckinney@tn.gov](mailto:charlotte.mckinney@tn.gov):

- Resume which includes college GPA, salary history, and all employers / work experience following college graduation.
- Availability date.

*\*Requests for ADA accommodation should be directed to the Human Resources Office @ 615-741-1379.*